

City of Victorville Position Description

MAINTENANCE WORKER I - FACILITIES

DEFINITION

Under direct supervision, performs a variety of semi-skilled and unskilled tasks in the custodial maintenance, repair, and service of buildings, equipment, and other municipal facilities; maintains the appearance of buildings and grounds; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position is the entry-level class in the facilities maintenance division of the Parks, Recreation, and Community Services Department, working under the supervision of a Maintenance Worker I and performing primarily semi-skilled and unskilled tasks under direct supervision. Work is performed under direct supervision while following established policies, procedures and regulations. This class is distinguished from Maintenance Worker I by skill level, complexity of tasks performed, and degree of responsibility. This position may be assigned emergency standby duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Vacuums floors; dusts furniture and other fixtures; strips and waxes floors; shampoos carpets; cleans interior and exterior windows; disposes of litter; prepares and sets up facilities for various functions; sweeps and cleans exterior walkways and public areas; performs minor repairs to facility equipment such as plumbing, electrical and roof maintenance; moves and relocates furniture, boxes and equipment; maintains City swimming pools; observes and maintains established safety policies and procedures and takes appropriate precautions to preserve their safety and that of others during the course of performing daily tasks; establishes and maintains cooperative working relationships with internal and external customers, including outside agencies; operates City vehicles and equipment in a safe and efficient manner; utilizes computer software programs competently; routinely adheres to and maintains a positive attitude; performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - High school graduation or GED equivalent and one year of experience in facility and custodial maintenance.

Knowledge & Abilities - **Knowledge of:** practices and procedures utilized in custodial building maintenance; occupational hazards and safety precautions required in facilities maintenance; and swimming pool maintenance and operations.

Ability to: understand and carry out verbal and written instructions; lift and transport materials and supplies weighing up to 100 pounds; understand and follow oral and written instructions; establish and maintain effective working relationships with peers, supervisors, City personnel and the general public; handle multiple priorities; provide timely and courteous customer service; operate City vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Possession of a valid, unrestricted, Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Some exposure to irritating chemicals. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holiday, evenings, and/or varying shifts.

APPROVED: 
DIRECTOR OF HUMAN RESOURCES

DATE REVISED: January 18, 2007

FORMERLY TITLED: LABORER - FACILITIES

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

Sharedocs/jobdescriptionsfinal/CommunityServices/Maintenance Worker I – Facilities 9-26-00/3-14-03/1-18-07 MP